

Department of the Treasury

Internet Principles

The Department of the Treasury encourages its Bureaus to use the Internet to disseminate information to the public, to improve communications with its customers, and to carry out official business when these can be accomplished consistent with the following Internet principles:

- ***Business Processes.*** Use the Internet to accomplish business processes consistent with the Bureau's mission. Business processes conducted via the Internet will comply with all statutory requirements as well as standards for integrity, accountability, and legal sufficiency. Thus, official business conducted via the Internet meets or exceeds the standards of performance for traditional methods of accomplishing the same mission.
- ***Business Case.*** Base decisions to use the Internet on sound business practices. The conduct of business via the Internet is particularly indicated where costs are reduced and/or the services provided to Treasury's customers are improved in measurable ways.
- ***Equity.*** Provide customers with Internet access to Treasury information and services which match their capabilities. Bureau use of the Internet addresses the varied technical sophistication of the intended customers. However, the Internet is rarely an exclusive method of obtaining Treasury information or services.
- ***Information Management.*** Disseminate information that is current, accurate, complete, and consistent with Treasury policy. Information released via the Internet is subject to the same Bureau policies for the release of information via other media, so the information disclosed avoids infringements of copyrights, trademarks, and trade secrets; compromise of national security; or embarrassment to Treasury
- ***Privacy and Security.*** Protect information entrusted to Treasury. The continued protection of sensitive information and the integrity Treasury's information systems will determine the extent to which the Internet will be accessed and used to support Bureau missions. The Deputy Assistant Secretary for Information Systems will publish policy and guidelines and provide technical assistance to the Bureaus for employing Internet resources.

- ***Positive Image.*** Use the Internet to promote a positive image for the Department. The appearance of Internet web sites and the information being disseminated over the Internet should offer the functionality needed by the intended customer while exhibiting good taste.
- ***Official Use.*** Internet resources are made available to Bureau employees to support and promote official business. It is inappropriate for employees to use these resources for personal use, private gain, or to advance positions which are not officially endorsed.

Treasury Bureaus are challenged to creatively apply these principles to reinvent business processes throughout the Department.

Approved:

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